

Job Title: Student Coach

Unit/School: Cardiff School of Technologies

Grade: 2AB

HERA: CST01

Core purpose of role

The Student Coach will support and coach other students on their programme and across the School through peer support, providing academic and mentoring support.

Key responsibilities and contributions

- Support fellow students on a one-to-one and/or group basis.
- Informally assess the student learning needs through discussion and provide feedback to students and the Module/Programme Leader.
- Work with students in addressing academic queries on summative exercises and project work.
- Communicate with empathy and encourage students to reach their full potential.
- Provide constructive feedback to learners in order to challenge perceptions.
- Act as a responsible team member and develop productive working relationships with other members of staff / coaches.
- Collaborate with members of staff to identify and respond to learners needs.
- Feedback to the Module and Programme Leader with evaluation.
- Support other coaches and work as an effective team member.
- Develop ideas for promoting learning and discuss ideas around addressing a real-world problem.
- Work with the Programme director/module leader to ensure learners have the necessary tools to address their learning needs.
- Have an awareness of the working environment and the demands upon members of staff at the appointed school and be aware of the health & safety of others.

Person specification

Essential qualifications / Professional memberships

- Currently studying at a minimum Level 3 qualification within Cardiff School of Technologies
- 5 GCSE's at Grade C or above (or equivalent)

Essential experience, knowledge and skills

1. Good knowledge of study skills and application to learning.
2. Good knowledge of subject area.
3. Ability to plan and organise their own workload effectively to meet specified deadlines.
4. Reliable worker: Act as a positive and responsible role model for young people
5. Ability to respond to individual needs.
6. Ability to communicate appropriately and effectively with staff and students.
7. Ability to motivate and develop confidence in other students.
8. Ability to evaluate and assess progression in order to provide feedback.
9. Ability to work effectively as a team member and have a commitment to support and mentor with people.
10. Ability to respond to situations that arise in a professional manner, seeking guidance where appropriate.

Desirable

1. Coaching, leadership or training qualifications
2. Experience of working in a classroom environment

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

| Language level and general descriptor | Listening | Reading | Speaking | Writing |
|--|-----------|-----------|-----------|-----------|
| A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh. | Desirable | Desirable | Desirable | Desirable |
| A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh. | | | | |
| B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related. | | | | |
| B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker. | | | | |
| C1 - Fluent user Can communicate fluently in Welsh. | | | | |
| C2 - Master user Can communicate fluently on complex and specialist matters in Welsh. | | | | |

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal



behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.